



ARNOLD SCHWARZENEGGER – GOVERNOR  
SUNNE WRIGHT MC PEAK - SECRETARY, BUSINESS, TRANSPORTATION & HOUSING AGENCY  
JEFF DAVIS – REAL ESTATE COMMISSIONER

## DEPARTMENT OF REAL ESTATE

*Equal Opportunity Employer*

### *Job Opportunity*

# Senior Deputy Commissioner, DRE Los Angeles Permanent – Fulltime

The Department of Real Estate is recruiting to fill a Senior Deputy Commissioner position(s) in its Los Angeles Enforcement Section. This position is part of the Crisis Response Team (CRT). The Department is located at 320 W. 4<sup>th</sup> Street, Suite 350 in downtown Los Angeles.

#### ***Duties of the position include:***

- Individually, as a leadperson or member of the Crisis Response Team, investigate major cases which are sensitive and complex in nature. Examples are mortgage loan fraud, equity skimming, trust fund conversion, advance fee operations, improper or misleading advertisements, mortgage loan broker operations, negligence and other types of major frauds or scams under the jurisdiction of the Department.
- Gather and analyze evidence to determine if violation of Real Estate Laws can be established.
- Confer with and coordinate investigations with other governmental and law enforcement agencies.
- Testify on behalf of the Department at administrative and other hearings.
- Train deputies and investigators at other agencies.

#### ***Necessary Qualifications:***

- Investigative experience and the ability to review, identify, and evaluate issues present in complaints and apply the appropriate laws, rules, and regulations.
- Ability to prepare detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Ability to follow principles of effective time management.
- Ability to interact and communicate effectively with individuals in all levels of government and the public sector.
- Demonstrated knowledge and use of investigative techniques.
- Ability to establish and meet critical deadlines.
- Willingness to travel.

#### ***Desirable Qualifications:***

- Excellent oral and written communication skills.
- Dependability, reliability, flexibility and excellent attendance.
- Ability to organize, manage workload and multi-task.
- Knowledge of California Real Estate Law and related statutes and Department of Real Estate policies, procedures, etc.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Demonstrated ability to gather, compile, analyze and interpret information.
- Ability to lift up to 20 lbs. as required.

**Salary Range:**

**\$4350 - 5249**

**Who may apply:** Current state employees at the Senior Deputy Commissioner level, DRE employees with list eligibility, or those transferable to the class. **Priority consideration will be given to SROA/Surplus employees. Please provide a copy of your SROA/Surplus information letter with your application.**

#### ***Submit Applications to:***

Linda Luna, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0797 or CALNET 498-0797

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

#### ***For information on the position contact:***

Janice Waddell, CRT Manager  
Los Angeles District Office  
(213) 576-6984 or CALNET 8-649-6984

**FINAL FILING DATE: MARCH 9, 2005**

**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 pm on the above date.**

Applications may be obtained from the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov)

**Applicants will be screened based on the Required/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.**